

Processing UOCAVA

Processing a UOCAVA Application Received by Mail or Fax

To process a UOCAVA Application that you receive in some way other than through VOICES, enter into the individuals record. Click the Absentee Request button on the Voter Info screen.

The screenshot shows the 'Voter Info' screen with several tabs: 'Voter Info', 'Edit Voter', 'Absentee', 'Voter History', 'Validate', 'Imaging', 'Change Log', and 'Add To Contest'. The 'Absentee' tab is selected. Below the tabs, there are buttons for 'Close', 'Dymo Label', 'Absentee Request' (highlighted with a red arrow), 'In Person Absentee', 'Absentee Application', and 'Agent Authorization'. The 'In Person Absentee' button has a red date 'Primary 6/14/2016' next to it. Below these buttons, there are fields for 'Residence Address' (811 13TH AVE NW), 'City' (MANDAN), 'State' (ND), 'Zip' (58554), and 'County' (Morton). There are also fields for 'Mailing Address', 'City', 'State', and 'Zip'.

From here, you process this as a normal absentee, but you want to add the additional UOCAVA Information. Also, please indicate if the application was a Federal Write-in Absentee Ballot (FWAB) or a Federal Post Card Application (FPCA).

The screenshot shows the 'Application for Absentee Ballot Morton County, North Dakota' form. The 'Calendar Year for Request' is set to 2016. There is a 'Return to Voter' link. On the left, there are checkboxes for 'Check All', 'General', 'Primary', 'All Statewide', 'City', 'School', and 'Special'. The 'Voter Name' is JON DOE and the 'Residence Address' is 811 13TH AVE NW MANDAN. On the right, there are radio buttons for 'FWAB' and 'FPCA' (both highlighted with red arrows). Below these are fields for 'ID Type' (Driver's License), 'UOCAVA Type' (highlighted with a red arrow), 'UOCAVA Voter Email', and 'UOCAVA Voter Fax'. There are also checkboxes for 'Same as Residential' and 'Foreign Address', and fields for 'Mail my ballot to address' and 'City'.

Before the 46th day before the election, the only option for you to select is to send to the batch.

Processing Electronic UOCAVA Absentee Ballot Requests.

On the Home Screen, there is a UOCAVA section in the upper left, under the dropdown menus. From here you can Print All Apps so that you have the hard copies. To start processing them, click the expand arrow under **UOCAVA APPLICATIONS**.

The screenshot shows a section titled 'UOCAVA Ballots must be processed within 48 hours of receiving them:'. Below this is a table with columns: Action, Number, Print, and Print. The first row is 'UOCAVA Applications' with a red arrow pointing to the expand arrow, a count of 1, and a 'List' link. The second row is 'Processed UOCAVA Applications' with a count of 6 and a 'List' link.

Action	Number	Print	Print
> UOCAVA Applications	1	List	Print All Apps
> Processed UOCAVA Applications	6	List	

From there, click **Select**

From there, click **Select**

Action		Number	Print	Print				
▼ UOCAVA Applications		1	List	Print All Apps				
Voter Link	Voter ID	Name	Residence Address	City	Zip	DOB	DL #	Status
Select	103215	RANDY C HAALAND	211 9TH AVE NW	BOWMAN	58623-4420	10/10/1983	HAA-83-0773	

This will bring you into the same absentee application processing screen, but all of the information should be entered for you already. Also, here you have the additional option to Print UOCAVA Application, to print the individual's application. Once you have Submitted this for Batch or Processed this request, you can use the Next or Previous UOCAVA buttons to continue processing them without going back to the home page.

Previous UOCAVA

Check All

Application for Absentee Ballot Cass County, North Dakota

Calendar Year for Request: 2016

Return to Voter

Print UOCAVA Application

Next UOCAVA

Close

Once Processed

These have been processed, they will appear under the processed UOCAVA Applications on the Home page.

> UOCAVA Applications				1	List	Print All Apps				
▼ Processed UOCAVA Applications				6	List					
Voter Link	Voter ID	Name	Residence Address	City	Zip	DOB	DL #	Status	County	Date Added/Update
Select	23437	John B Smith	2122 29th Ave S	Fargo	58103	01/01/1980			Cass	03/01/2016
Select	347845	Justin Anderson	1304 15TH ST SE	MANDAN	58554	11/02/1990			Morton	03/01/2016
Select	347845	JUSTIN STUART ANDERSON	211 9TH AVE NW	BOWMAN	58623-4420	08/28/1980	AND-80-5874		Bowman	03/07/2016
Select	57800	LEAH RAE GUNTHER	702 2ND AVE S	HETTINGER	58639-7456	11/18/1953	GUN-53-5789		Adams	03/18/2016
Select	103215	RANDY C HAALAND	211 9TH AVE NW	BOWMAN	58623-4420	10/10/1983	HAA-83-0773		Bowman	04/27/2016
Select	103215	Randy C Haaland	2122 29th Ave S	Fargo	58103	10/10/1983			Cass	03/01/2016

Creating Batch UOCAVA Emails and Mailing Labels – Available on the 46th Day Before the Election

To process all of the UOCAVA Records that you have sent to batch, go to Elections>Absentee>Process Batch Absentees. On the right, top half of the screen, you have all of the UOCAVA records that you have sent to batch, click the Process UOCAVA Absentees button.

Absentees

UOCAVA Records Queued for Processing

Election	Number
> Primary	39

Primary Jun 14 2016 39 records will be processed for selected election

Process UOCAVA Absentees Choose Election Then Process to Send Emails and to Set Print Date and Sent Date

This will send out all of the emails to the UOCAVA applicants and create the batch for the labels.

Election	Total Count	Mail Count	Fax Count	Email Count	Date Printed	Date Sent	Batch ID	View Proof List	Print Avery Mail Labels (5160)	Print Avery Election Labels (5160)	Print Avery Mail Labels (5162/5962)	Print Avery Election Labels (5162/5962)	Print Dymo	Resend Emails
> Primary	38	11	0	27	4/28/2016	4/28/2016	60	View Proof List	Print Avery Mail Labels (5160)	Print Avery Election Labels (5160)	Print Avery Mail Labels (5162/5962)	Print Avery Election Labels (5162/5962)	Print Dymo	Resend Emails
> Primary	1	1	0	0	4/21/2016	4/29/2016	57	View Proof List	Print Avery Mail Labels (5160)	Print Avery Election Labels (5160)	Print Avery Mail Labels (5162/5962)	Print Avery Election Labels (5162/5962)	Print Dymo	Resend Emails

If you had any that requested a faxed ballot, you will have to fax the ballot to them; the system does not do this.

Processing UOCAVA After the 46th Day Before the Election

After the 46th day before the election, the only option when processing the application will be to Submit and Process Absentee. Using this button will automatically send the email for those who have chosen electronic. If it is mail or fax, this will bring you to the page for printing the Dymo labels.

Receiving UOCAVA Electronically Marked Ballots

Once the ballots sent electronically have been marked and returned, you will have another area in the UOCAVA section of the home screen called **UOCAVA Marked Ballots**. Click on the expand arrow to see all of the individuals that have returned their ballots, and click Select to go into their ballot. From here you can print their ballot to be recreated on official ballot stock for tabulation.

UOCAVA Marked Ballots		2	List				
Voter Link	Voter ID	Name	Residence Address	City	Zip	DOB	DL #
<u>Select</u>	103215	HAALAND, RANDY C	211 9TH AVE NW	BOWMAN	58623-4420	10/10/1983	HAA-83-0773

Once you have opened this record, it will move from the UOCAVA Marked Ballots to Processed UOCAVA Marked Ballots. From here, you can select that record again if you need to reprint the ballot.